



AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Contract Number GS-35F-0161T

Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-62 HSPD-12 Product and Service Components (FPDS D399)

Last Date Modified: March 24, 2011

Special Item No. 132-51 Information Technology Professional Services

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Special Item No. 132-62 HSPD-12 Product and Service Components (FPDS D399)

Note 1: Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks

using smart card technology. PIV credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

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Bethesda MD 20817-7500
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Contract Number: GS-35F-0161T

Period Covered by Contract: December 8, 2006 – December 7, 2011
General Services Administration
Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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PART 1 - INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage online shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

☒ [X] The Geographic Scope of Contract will be domestic and overseas delivery.

☐ [] The Geographic Scope of Contract will be overseas delivery only.

[] The Geographic Scope of Contract will be domestic delivery only

2. Contractor's Ordering Address and Payment Information:

eMentum Inc.
6700 Democracy Blvd.
Suite 300
Bethesda MD 20817-7500

Office: (301) 571-9369
Fax: (888) 847-8018

POC: Carolyn Merek or Bill Elliott
Email: cmerek@ementum.com or bellriott@ementum.com

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(301) 571-9369, (301) 655-1527

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **167260889**
Block 30: Type of Contractor - Other Small Business
Block 31: Woman-Owned Small Business - **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **52-2230657**

4a. CAGE Code: **32AE7**

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB: Destination**6. Delivery Schedule**

a. **Time of Delivery:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER**DELIVERY TIME (Days ARO)****132-51**

Upon mutual agreement with customer and eMentum

132-62

Upon mutual agreement with customer and eMentum

b. URGENT REQUIREMENTS:

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions are offered the same discounts as all other Government customers
- e. Other:

8. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing:

Export Packing is not applicable to this contract.

10. Small Requirements:

The minimum dollar value of orders to be issued is \$300.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is
\$1,000,000: Special Item Number 132-51 – Information Technology Professional Services

The Maximum Order value for the following Special Item Numbers (SINs) is
\$1,000,000: Special Item Number 132-62 – HSPD-12 Product and Service Components

12. Use of Federal Supply Service Information Technology Schedule. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopses the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the GSA Advantage on-line shopping service, or

by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider—

Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service:

- Trade-in considerations;
- Probable life of the item selected as compared with that of a comparable item;
- Warranty considerations;
- Maintenance availability;
- Past performance; and
- Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

- Review additional Schedule Contractors
- Catalogs / pricelists or use the GSA Advantage! on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

13. Federal Information Technology / Telecommunications Standard Requirements.

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1. Federal Information Processing Standards Publication (FIPS PUBS).

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2. Federal Telecommunications Standards (FED-STDS).

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. Contractor Tasks/ Special Requirements (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Activities

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. Contractors Commitments, Warranties and Representations

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- Time of delivery/installation quotations for individual orders;
- Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

No Exceptions

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as a simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply. The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up accounts with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74; Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. Installation, De-installation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public

works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.excellaconsulting.com

The EIT standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering from Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. Insurance Work on a Government Installation (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective

- For such period as the laws of the State in which this contract is to be performed prescribe; or
- Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. Ordering Procedures for Services (Requiring a statement of work)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort

and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132 51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. Order

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect

until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. Stop-Work Order (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer

shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

7. Inspection of Services

The Inspection of Services Fixed Price (AUG 1996) (Deviation May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) (Deviation May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation May 2003) Rights in Data General, may apply.

9. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

10. Independent Contractor

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

11. Organizational Conflicts of Interest

a. Definitions.

Contractor means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

Contractor and its affiliates and Contractor or its affiliates refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An Organizational conflict of interest exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractor, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

12. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

13. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II Feb 2002) (Deviation May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at

FAR 52.232-7 (DEC 2002), (Alternate II Feb 2002) (Deviation May 2003)) applies to labor-hour orders placed under this contract.

14. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

15. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

16. Approval of Subcontractors

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

17. Description of IT Services and Pricing

LABOR CATEGORY	DESCRIPTION	ABILITIES / RESPONSIBILITIES	EDUCATION
Analyst I	The Analyst I has training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The Analyst I works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing.	<p>The Analyst I provides programming, development, and technology support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Developing database programs and applications * Developing functionality in Java, JavaScript, Visual Basic, C/C++, ASP and other programming languages * Conducting functional testing * Designing and coding simple interfaces * Building infrastructure for eCommerce sites * Conducting test execution (unit, string, interface, integration, stress, etc.) * Collect 'best practices' and market research for IT products and services <p>The Analyst I provides analytical support to engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> * Collecting, analyzing, and reporting data * Documenting data, correspondence, and issues * Conducting primary and secondary research * Applying problem-solving diagnostics and frameworks * Preparing business analyses and engagement deliverables * Track project costs (actual vs. planned) 	Minimum Education - Associates degree or equivalent
Analyst II	The Analyst II has a minimum of one to two years of experience. The Analyst II has advanced	<p>The Analyst II provides programming, development, and technology support for project teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Developing database programs and applications 	Minimum Education - Bachelors

	training and/or experience in specific technologies, methodologies, or platforms required for the technical aspects of a client engagement. They can work independently to troubleshoot issues across the organization, review technical work completed by others and provide guidance to other team members.	<ul style="list-style-type: none"> * Developing server scripts * Developing functionality in Java, JavaScript, Visual Basic, C/C++, ASP and other programming languages * Conducting functional testing * Designing and coding complex interfaces * Leading others to build infrastructure for eCommerce sites * Conducting and planning test execution (unit, string, interface, integration, stress, etc.) * Organize and plan for collection of 'best practices' and market research for IT products and services <p>Provide business analytics and due diligence for engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> * Collecting, analyzing, and reporting data * Documenting data, correspondence, and issues * Conducting primary and secondary research * Applying problem-solving diagnostics and frameworks * Preparing business analyses and engagement deliverables * Develop project cost spreadsheets to support technical cost projections 	degree or equivalent An advanced degree is counted as two additional years of experience.
Associate I	The Associate I has three to five years of experience. The Associate I can lead groups in completing discrete tasks such as JAD sessions or a requirements document, and can lead and review technical design efforts. The Associate I can monitor a team's technical work, trouble shoot technical issues, and oversee the work of individuals during specific phases of the lifecycle.	<p>The Associate I provides programming and organizational skills. The Associate I is a specialists in particular technologies. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Leading JAD sessions to develop the functional requirements * Designing and developing GUI/web-based applications using object-oriented technology and systems * Providing knowledge of detailed software design, deployment processes and change management processes * Providing knowledge of vendors and competitors within an industry * Leading groups of specialists on software or infrastructure in their respective component work having been able to trouble shoot in those general areas * Designing the interfaces between applications * Constructing 'current state' architecture diagrams * Researching and evaluate products * Estimating hardware/software costs for project tracks * Maintaining the project plan for a team. <p>The Associate I provides business analytics and due diligence for engagement teams:</p> <ul style="list-style-type: none"> * Collecting, analyzing, and reporting data * Documenting data, correspondence, and issues * Conducting primary and secondary research * Applying problem-solving diagnostics and frameworks <p>Preparing business analyses and engagement deliverables</p>	<p>Minimum Education - Bachelors degree or equivalent</p> <p>An advanced degree is counted as two additional years of experience.</p>
Associate II	The Associate II has four to six years of experience. The Associate II can manage teams in completing	The Associate II provides advanced programming and organizational skills. The Associate II is a specialist in particular technologies and can plan and manage discrete sub-tracks of overall solutions or technical designs.	Minimum Education - Bachelors

	engagement deliverables across all phases of the systems development life cycle. The Associate II is a specialist in specific technologies, methodologies or platforms required for the technical aspects of a client engagement.	<p>Typical responsibilities include:</p> <ul style="list-style-type: none"> * Leading JAD sessions to develop the functional requirements * Designing and developing GUI/web-based applications using object-oriented technology and systems * Providing knowledge of detailed software design, deployment processes and change management processes * Providing knowledge of vendors and competitors within an industry * Leading groups of specialists on software or infrastructure in their respective component work having been able to trouble shoot in those general areas * Designing the interfaces between applications * Constructing 'current state' architecture diagrams * Researching and evaluating products * Estimating hardware/software costs for project tracks * Constructing the project plan for projects. <p>The Associate II provides business analytics and due diligence for engagement teams:</p> <ul style="list-style-type: none"> * Evaluating current processes * Implementing solutions and conducting related training * Managing project sub-tasks and planning resources * Drawing and presenting conclusions from analyses and data 	<p>degree or equivalent</p> <p>An advanced degree is counted as two additional years of experience.</p>
Information Systems Manager I	The Information Systems Manager I has six to eight years of experience. The Information Systems Manager I has advanced technical and/or industry skills and can manage multiple teams through all lifecycle stages. They can independently manage smaller engagements.	<p>The Information Systems Manager I provides technical and management support for engagement teams and vendors to develop and deliver technical solutions to clients' challenges. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Managing multiple teams in multiple environments (development, testing, staging, production) * Evaluating 'current state' architectures * Designing 'future state' architectures based on requirements * Managing vendor and other business partner relationships * Managing project resources and day-to-day administrative operations * Estimating resources, durations and costs for project tracks <p>The Information Systems Manager I is responsible for day-to-day management of project tracks or tasks, identifying scope of tasks and affixing resources to the various project components. Their duties include:</p> <ul style="list-style-type: none"> * Evaluating current technical and business processes * Identifying strategic technical opportunities and preparing business cases * Implementing solutions and conducting related training * Managing project sub-tasks and planning resources <p>Drawing and presenting conclusions from analyses and data</p>	<p>Minimum Education - Bachelors degree or equivalent</p> <p>An advanced degree is counted as two additional years of experience.</p>

Information Systems Manager II	The Information Systems Manager II has eight to ten years of experience, including management of large-scale client engagements and implementations. The Information Systems Manager II possesses demonstrated advanced technical and/or industry skills. They will manage either large or numerous teams through the systems development lifecycle of an engagement. They can independently manage medium sized engagements.	<p>The Information Systems Manager II provides leadership, guidance and technical direction to project teams and client executives, determine project plans, manage resources and assure technical solutions are feasible and relevant. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Establish project objectives and communicate progress * Manage day-to-day client relationships, issues and feedback * Communicate potential impacts and benefits of recommended technical solutions * Managing project resources * Resolve scope, cost, schedule or quality risks with recommended remediations and escalations <p>Information Systems Managers II also:</p> <ul style="list-style-type: none"> * Design and articulate paths from 'current state' architectures to 'future state' architectures * Develop technical visions for IT strategy plans * Develop technical IT plans * Define business and technical requirements during the strategy or requirements analysis phases of projects * Identify strategic technical opportunities and prepare business cases * Manage project tracks and plan resources 	<p>Minimum Education - Bachelors degree or equivalent</p> <p>An advanced degree is counted as two additional years of experience.</p>
Technology Specialist	The Technology Specialist has five to ten years of experience and is an expert in one or more technologies, methodologies or specific technical platforms. The Technology Specialist work independently to implement technical solutions, resolve technical issues, review requirements and applications for technical relevance, review technical work completed by others and provide expertise and guidance to development teams on their area of expertise.	<p>Typical responsibilities of a Technology Specialist include:</p> <ul style="list-style-type: none"> * Perform analysis, design, development, testing and documentation for components within the area of technical expertise * Create technical requirements for the project team * Providing knowledge of detailed software design, deployment processes and change management processes for components within the area of technical expertise * Providing knowledge of vendors, competitors and industry within the area of technical expertise * Providing trouble shooting and issue resolution for the area of technical expertise * Researching and evaluating products * Estimating hardware/software costs for project tracks * Evaluate architectures, designs, and solutions for performance and quality shortcomings and recommend technical solutions to resolve gaps 	<p>Minimum Education - Bachelors degree or equivalent</p> <p>Certifications in the area of expertise. An advanced degree is counted as two additional years of experience.</p>
Technology Director	The Technology Director has ten or more years of experience and is an expert in one or more technologies, methodologies or specific technical platforms. The Technology Director provides technical leadership and education to teams across the engagement and assures technical solutions are feasible and relevant to the client and the	<p>Typical responsibilities of Technology Directors include:</p> <ul style="list-style-type: none"> * Leading state-of-the-art IT solutions delivery and technologies * Defining functional requirements, technical specifications and technical architectures * Researching, recommending and managing third-party vendors * Using application and technology-specific knowledge to recognize and avoid technological pitfalls * Bringing state-of-the-art technical leadership to engagements * Identifying strategic opportunities and preparing business cases 	<p>Minimum Education - Bachelors degree or equivalent</p> <p>Certifications in the area of expertise. An advanced degree is counted as two additional years</p>

	engagement. The Technology Director may lead a team of technical experts on a large project or provide technical direction to all teams on an engagement.	<ul style="list-style-type: none"> * Communicating potential impacts and benefits of technology implementations to clients * Create technology strategies, plans, approaches and architectures to resolve business performance issues * Manage and direct technology implementation and software selection projects 	of experience.
Senior Technology Partner	The Senior Technical Partner has twelve or more years of executive level experience, including delivery of large-scale engagements. The Senior Technical Partner has extensive experience in IT strategy, architecture and delivery of successful technical solutions. The Senior Technical Partner provides technical guidance and knowledge management to client executives and the engagement.	<p>The Senior Technical Partner is responsible for leading engagement teams and meeting contract obligations. Typical responsibilities include:</p> <ul style="list-style-type: none"> * Establishing program vision, performance objectives and technical goals * Developing the technical vision and technical roadmap for the organization or engagement * Providing guidance and leadership to engagement teams in business and technical areas * Define Best Practice in technology implementation, Systems Development Life Cycle execution, Business Process Reengineering, and IT Operations * Providing objective counsel on critical technical issues * Managing client relationships, issues and feedback * Deliver completed quality engagements, managing contract provisions and project resources. * Accountable for end to end solution delivery and consulting services satisfaction for engagements 	Bachelors degree or equivalent An advanced degree is counted as two additional years of experience.

18. Pricing of Services

Special Item Number 132-51	Year 1	Year 2	Year 3	Year 4	Year 5
Analyst I	\$66.38	\$68.77	\$71.25	\$73.82	\$76.47
Analyst II	\$127.66	\$132.26	\$137.02	\$141.95	\$147.06
Associate I	\$142.98	\$148.13	\$153.07	\$158.58	\$164.29
Associate II	\$150.66	\$156.08	\$161.69	\$167.51	\$173.54
Information Systems Manager I	\$164.96	\$170.90	\$177.05	\$183.42	\$190.03
Information Systems Manager II	\$175.67	\$181.99	\$188.54	\$195.33	\$202.36
Technology Specialist	\$218.16	\$226.01	\$234.15	\$242.58	\$251.31
Technology Director	\$305.51	\$316.51	\$327.90	\$339.70	\$351.93
Senior Technology Partner	\$331.95	\$343.90	\$356.28	\$369.11	\$382.39

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO AUTHENTICATION PRODUCTS AND SERVICES (SIN 132-62)

Authentication Products and Services (May 2006) (C-FCI-007)

a. General Background:

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" Establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

b. Special Item Numbers:

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- (1) SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.

(2) SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.

(3) SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:

- PIV enrollment and registration services,
- PIV systems infrastructure,
- PIV card management and production services,
- PIV card finalization services,
- Physical access control products and services,
- Logical access control products and services,
- PIV system integration services, and
- Approved FIPS 201-Compliant products and services.

c. Qualifications:

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services.

d. Qualification Requirements.

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

(1) Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL:

<http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).

(2) After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.

(3) If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

e. Demonstrating Conformance.

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

(1) for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures:
<http://www.idmanagement.gov>;

(2) for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

(3) for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>

f. Acquisition Program Management Office (APMO):

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

(1) The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan
Program Manager
E-Authentication Program Management Office
2011 Crystal Drive, Suite 911

Arlington, VA 22202
stephen.duncan@gsa.gov
703.872.8537

(2) The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks
Director, Center for Smartcard Solutions
Office of Center for Smartcard Solutions
1800 F Street, N.W., Room 5010
Washington, D.C. 20405
202.501.2765 (telephone)
202.208.3133 (fax)

1. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to receive assisted services for a fee.

2. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of the Services under SINs 132-60, 132-61 and 132-62 must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

3. Stop-Work Order (FAR 52.242-15) (AUG 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stopwork order.

4. Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firmfixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite services.

6. Independent Contractor

All services performed by the Contractor under the terms of this contract shall be an independent Contractor, and not as an agent or employee of the ordering activity.

7. Organizational Conflicts of Interest

a. Definitions:

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

8. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

9. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

10. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

11. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

12. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

13. Description of IT Services and Pricing

Security Analyst I

General Experience

The Security Analyst I has training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The Security Analyst I works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering

and solution testing. The Security Analyst I is also knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position provides programming, development, and technology support for teams. In addition, an Analyst I supports engagement teams by collecting, analyzing, and reporting data; documenting data, correspondence, and issues; conducting primary and secondary research; applying problem-solving diagnostics and frameworks; preparing business analyses and engagement deliverables; track project costs (actual vs. planned).

Minimum Education

Associates degree

Security Analyst II

General Experience

The Security Analyst II has a minimum of two years of experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The Security Analyst II works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing. The Security Analyst II is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position provides programming, development, and technology support for teams. In addition, a Security Analyst II supports engagement teams by collecting, analyzing, and reporting data; documenting data, correspondence, and issues; conducting primary and secondary research; applying problem-solving diagnostics and frameworks; preparing business analyses and engagement deliverables; track project costs (actual vs. planned).

Minimum Education

Bachelor's degree. An advanced degree is counted as two additional years of experience.

Security Associate I

General Experience

The Security Associate I has three to five years of experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The Security Associate I can lead groups in completing discrete tasks, such as Joint Application Development (JAD) session, or a requirements document, and can lead and review technical design efforts. The Security Associate I is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position provides programming and organization skills and specializes in particular technologies. Responsibilities can include leading JAD sessions; designing and developing GUI/Web-based applications; providing knowledge of detailed software design; providing industry knowledge of vendors and competitors; leading groups of specialists on software or infrastructure; designing interfaces; constructing “current state” architecture; researching and evaluating products; estimating hardware/software costs; and maintaining the project plan. In addition, a Security Associate I supports engagement teams by collecting, analyzing, and reporting data; documenting data, correspondence, and issues; conducting primary and secondary research; applying problem-solving diagnostics and frameworks; preparing business analyses and engagement deliverables; track project costs (actual vs. planned).

Minimum Education

Bachelor’s degree. An advanced degree is counted as two additional years of experience.

Security Associate II

General Experience

The Security Associate II has six to eight years of experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The Security Associate II can lead groups in completing discrete tasks, such as Joint Application Development (JAD) session, or a requirements document, and can lead and review technical design efforts. The Security Associate II is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position provides programming and organization skills and specializes in particular technologies. Responsibilities can include leading JAD sessions; designing and developing GUI/Web-based applications; providing knowledge of detailed software design; providing industry knowledge of vendors and competitors; leading groups of

specialists on software or infrastructure; designing interfaces; constructing “current state” architecture; researching and evaluating products; estimating hardware/software costs; and maintaining the project plan. In addition, a Security Associate II supports engagement teams by collecting, analyzing, and reporting data; documenting data, correspondence, and issues; conducting primary and secondary research; applying problem-solving diagnostics and frameworks; preparing business analyses and engagement deliverables; track project costs (actual vs. planned).

Minimum Education

Bachelor’s degree. An advanced degree is counted as two additional years of experience.

Security Information Systems Manager I

General Experience

The Security Information Systems Manager I has six to eight years of experience and has advanced technical and/or industry skills to manage multiple teams through all lifecycle stages, or independently manage smaller engagements. The Security Information Systems Manager I is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position provides technical and management support for engagement teams and vendors delivering technical solutions to clients’ challenges. Responsibilities can include managing multiple teams in multiple technical environments; evaluating “current state architecture; designing “future state” architectures; managing vendors and other business partner relationships; managing project resources and administrative operations; estimating resources, durations and costs for project tracks.

Minimum Education

Bachelor’s degree. An advanced degree is counted as two additional years of experience.

Security Information Systems Manager II

General Experience

The Security Information Systems Manager II has eight to ten years of experience and has advanced technical and/or industry skills to manage multiple teams through all lifecycle stages, or independently manage smaller engagements. The Security Information Systems Manager II is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control

- Logical Access Control

Functional Responsibility

This position provides technical and management support for engagement teams and vendors delivering technical solutions to clients' challenges. Responsibilities can include managing multiple teams in multiple technical environments; evaluating "current state architecture; designing "future state" architectures; managing vendors and other business partner relationships; managing project resources and administrative operations; estimating resources, durations and costs for project tracks.

Minimum Education

Bachelor's degree. An advanced degree is counted as two additional years of experience.

Security Technology Specialist*General Experience*

The Security Technology Specialist has five to ten years of experience and is an expert in one or more technologies, methodologies or specific technical platforms. The Technology Specialist works independently to implement technical solutions, resolve technical issues, review requirements and applications for technical relevance, review technical work completed by others and provide expertise and guidance to development teams on their area of expertise. The Security Technology Specialist is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

Within the area of expertise, the responsibilities for this position can include performing analysis, design, development, testing, and documentation; creating technical requirements; providing detailed software design knowledge; providing industry knowledge; providing troubleshooting and issue resolution; researching and evaluating products; estimating hardware/software ; and evaluating architectures, designs, and solutions to improve performance and quality.

Minimum Education

Bachelor's degree. Certifications in the area of expertise. An advanced degree is counted as two additional years of experience.

Security Technology Director*General Experience*

The Security Technology Director has ten or more years of experience and is an expert in one or more technologies, methodologies or specific technical platforms. The Security

Technology Director provides technical leadership across the engagement and assures technical solutions are feasible and relevant to the client and the engagement. The Security Technology Director is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position is typically responsible for leading IT solutions delivery engagements; defining functional requirements, technical specifications, and technical architectures; researching, recommending, and managing third-party vendors; using application and technology-specific knowledge to recognize and avoid technological pitfalls; bringing technical leadership to engagements; identifying strategic opportunities and preparing business cases; communicating potential impacts and benefits of technology implementation to clients; and managing and directing technology implementations and software selection processes.

Minimum Education

Bachelor's degree. Certifications in the area of expertise. An advanced degree is counted as two additional years of experience.

Security Senior Technology Partner

General Experience

The Security Senior Technology Partner has twelve or more years of executive-level experience, including delivery of large-scale engagements. The Security Senior Technical Partner has extensive experience in IT strategy, architecture and delivery of successful technical solutions. The Security Senior Technical Partner provides technical guidance and knowledge management to client executives and the engagement. The Security Senior Technology Partner is also experienced and knowledgeable in the latest HSPD-12 topics, including:

- Identity Management
- Physical Access Control
- Logical Access Control

Functional Responsibility

This position is responsible for leading engagement teams and meeting contract obligations. The Security Senior Technology Partner establishes the program vision, performance objectives, and technical goals; develops the technical vision and technical roadmap for the organization or engagement; provides guidance and leadership to engagement teams; defines best practices in technology implementation, system development life cycle execution, business process reengineering, and IT operations; provides objective counsel on critical technical issues; manages client relationships,

issues and feedback; and is accountable for end-to-end solution delivery and consulting services satisfaction for engagements.

Minimum Education

Bachelor's degree. An advanced degree is counted as two additional years of experience.

14. Pricing of Services

SIN 132-62	
Labor Category	GSA Rate
Security Analyst I	\$70.42
Security Analyst II	\$135.43
Security Associate I	\$151.68
Security Associate II	\$159.82
Security Information Systems Manager I	\$174.99
Security Information Systems Manager II	\$186.35
Security Technology Specialist	\$231.42
Security Technology Director	\$324.09
Security Senior Technology Partner	\$352.13

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

Preamble

eMentum, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small, disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Carolyn Merek, at (866) 984-1999.**

**Best Value
Blanket Purchase Agreement**

Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER_____**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____;	_____;
_____;	_____;
_____;	_____;

(2) Delivery:

DESTINATION	;DELIVERY SCHEDULES / DATES
_____;	_____;
_____;	_____;
_____;	_____;

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____;	_____;
_____;	_____;
_____;	_____;

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules Team Solution to meet the customer's requirements.
- Customers make a best value selection.